



CSN Libraries Interlibrary Loan Borrowing Policy

Purpose

The CSN Libraries Interlibrary Loan Borrowing Policy is designed to inform CSN Library patrons of their rights and responsibilities in regards to Interlibrary Loan requests and materials. The purpose of Interlibrary Loan services is to support current curriculum and patron academic endeavors by providing access to needed materials which are not immediately available within the CSN Libraries collection or fall outside of the purview of the CSN Libraries Collection Development Policy.

CSN Interlibrary Loan abides by the American Library Association's [National Interlibrary Loan Code for the United States](#) and the specific policies of lending libraries. In addition, CSN Interlibrary Loan complies with the [Copyright Act of 1976 \(Title 17 of the United States Code\)](#) and guidelines developed by the National Commission on New Technological Uses of Copyrighted Works, known as the CONTU guidelines, as described in the [Library of Congress' Copyright Publication number 21](#).

Eligible borrowers

Patrons eligible for Interlibrary Loan services are College of Southern Nevada faculty, staff, and students. Distance education students are eligible for Interlibrary Loan Services.

Borrowers must have an ILLiad account to be able to place Interlibrary Loan requests. This account is free. Contact Interlibrary Loan staff if you have any questions about account creation or require assistance.

Community borrowers are not eligible for this service.

Material Eligibility

Patrons may have 20 active requests at any one time.

Any material that is not owned by CSN Libraries or is not a course textbook may be requested through Interlibrary Loan.

Materials that display in the Library catalog as being "missing" or "lost" may also be requested.

Note: Current textbooks cannot be requested through Interlibrary Loan. This includes most recent editions or textbooks less than five years old.

All materials are loaned in accordance with the rules and procedures of the lending library. Lending libraries may choose not to lend certain materials. The following materials are usually not available for loan:

- High-use materials
- Newly published materials

- Rare or fragile materials, media
- Computer software
- Reference books
- Entire issues or volumes of periodicals
- Multiple volume sets
- Other non-circulating materials

Pick-up and Return options

Materials may be picked up at any of the CSN Libraries locations. Patrons indicate their preferred pick-up location during account creation and may change the pick-up location at any time in their ILLiad account profile.

Interlibrary Loan materials may be returned to any of the CSN Libraries.

If the borrowed material is not picked up within two weeks of its arrival at the patron's selected CSN Library pick up location the material will be returned to the lending library.

Articles and other electronic materials are delivered to and may be viewed and downloaded from the patron's ILLiad account.

Note: Electronic documents may only be downloaded through ILLiad five times before they become unavailable to the patron.

Request Timeline

CSN Libraries Interlibrary Loan lends to and borrows from institutions both nationwide and internationally. The timeline for processing and receipt for any given material will vary due to shipping methods, lending library policy, and material availability.

- Books and other materials requested from in-state libraries usually arrive within one to two weeks.
- Books and other materials requested from out-of-state libraries usually arrive within one to four weeks.
- Articles and other scanned materials usually arrive same day or within two weeks.

Borrowers are notified via e-mail when materials arrive. The email address to which the notification will be sent is the one listed in their ILLiad account profile. The patron may update their contact information at any time.

Request Renewal

Renewal requests are available at the discretion of the lending library. The eligibility for renewal status will be displayed on the CSN Libraries slip provided on the front of the material, and may also be found in the patron's ILLiad account.

Renewals cannot be requested if the material is more than two weeks overdue.

If the material is eligible for renewal the patron may place this renewal request from their ILLiad account, or request that Interlibrary Loan staff place the request on their behalf.

The patron will be notified via email if the request is approved or denied:

- If denied, patron is encouraged to return the material immediately

- If approved, the notification email will state the new due date

If a material is not eligible for renewal or a renewal request is declined, a request may be placed for another copy of the material from another institution if available.

Overdue materials or replacement costs

There is no cost for borrowing materials through Interlibrary Loan Services. Materials which are lost, damaged or never returned may be billed at the discretion of the lending library. The patron is responsible for the timely return of borrowed materials. Any replacement costs or billing expenses for unreturned, extremely overdue, or damaged materials will be billed to the borrowing patron.

Courtesy notifications will be emailed shortly before a material is due, and three overdue notifications will be provided after the material has become overdue. After the third overdue notice the patron will be blocked in ILLiad and will be ineligible for Interlibrary Loan Services until either:

- An unbilled material is returned
- The associated fees for a billed material have been paid

Copyright

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The patron borrowing photocopies of book chapters or electronic articles is liable for any infringement.

Most articles and some book chapters will be provided electronically to the patron's ILLiad account. At times this service might not be available due to copyright limitations.

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If you have questions about copyright or these limitations, please contact the InterLibrary Loan department.

Distance education student services

Students who take classes exclusively online may utilize the Interlibrary Loan service for home delivery of both Interlibrary Loan materials and materials needed from the CSN Libraries physical collections.

To receive this service, online-only students must register with **ILLiad** and select the status of **"Student (Online Only)"**. Then select **"Mail to Address"** for both the loan and article delivery choices. A current mailing address and current email address are required.

- **Interlibrary Loan Materials**

Distance education students may have 10 active Interlibrary Loan requests at a time.

Requested materials will be checked out to the student through ILLiad upon material receipt and mailed through FedEx delivery services. Materials must be returned by the due date to the CSN Interlibrary Loan Department in the pre-paid return packaging provided.

Should the return packaging become lost or damaged, the student is responsible for the cost of shipping to return the borrowed materials.

- **CSN Libraries Physical Collection Materials**

Distance education students may request up to 10 CSN Libraries materials per week, and may have up to 50 CSN Libraries materials checked out at a time as per CSN Libraries Circulation Policy. Requests will be processed within 2 working days.

Requested materials will be checked out on the student's CSN library card and mailed through FedEx delivery services. Materials must be returned by the due date to the CSN Interlibrary Loan Department in the pre-paid return packaging provided.

Should the return packaging become lost or damaged, the student is responsible for the cost of shipping to return the borrowed materials.

Note: Students requesting home delivery services must have a current CSN enrollment status that is 100% online. Enrollment in a course that requires physical attendance at any CSN location disqualifies the patron from home delivery services.

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